



## Office of Solid Waste Reduction and Recycling FY14 Waste Tire Grant Application Instructions

DHEC's Office of Solid Waste Reduction and Recycling (Office) is accepting applications from South Carolina local governments and regions for the implementation and continued operation of waste tire recycling programs.

A local government is a county, municipality or any other political subdivision located wholly or partly within the county when such political subdivision provides solid waste management services. A region is a group of counties that has submitted a regional solid waste management plan to the department.

### Submittal Instructions

Requests should be submitted electronically. If electronic submittal presents a problem, please contact this office for other available options.

Requests must be received by the Office no later than 5 p.m. (EDT) Friday, May 3, 2013.

Requests should be submitted in a Word format.

Requests received after the deadline will not be considered.

Incomplete submittals will not be considered. All questions must be thoroughly answered.

Fax copies will not be considered.

Electronic submittals **should be e-mailed to** [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov)

Note: If e-mail presents a problem, please contact this office for other available options.

Please refer to Grant Guidelines for eligibility requirements.

**For additional information, please contact Stefanie Vandiver at 803-896-4229 or Jana White at 803-896-4221**

**NOTE:** This offering does not commit DHEC to award a grant, to pay any cost incurred in the preparation of the application, or to procure or contract for articles of goods or services. DHEC reserves the right to accept or reject any or all applications received as a result of this offering, or to cancel in part or in its entirety this offering if it is in the best interest of the State to do so.

## Waste Tire Grant Program

**Grant Purpose:** Waste Tire Grants are to assist local governments in their responsibilities for the proper collection, transportation, management and recycling of waste tires.

**Uses for Waste Tire Grant Funding:** Grant funds are intended for the removal or contracting for the removal of waste tires for processing and/or recycling, public education that promotes the recycling of waste tires, and professional development related to waste tire recycling.

We do not anticipate having adequate funding available this year to issue grant awards for costs other than stockpile remediation, tire recycling/contractor costs, public education and travel. Should additional funding become available, we will provide a second opportunity to request grant funding for other direct costs.

Grant awards will be prioritized based upon the following tiers as funding is available:

- 1: Stockpiles: Removal and recycling of waste tire stockpiles as approved by DHEC
- 2: Contractor Costs: Recycling costs for current generation tires up to allowable shortfall limits
- 3: Public Education: Educational activities to promote waste tire recycling
- 4: Professional Development: Travel and/or training for recycling professionals

Each county receives funding from the State Treasurer's Office on a quarterly basis for the management of waste tires. Grant funding for contractor costs is limited to the shortfall realized upon depletion of Treasurer's Office funding. Contractor costs will be calculated based on the Tire Fee Worksheet and historical data.

**Application Frequency:** Waste Tire Grant requests will be considered annually. As funding allows, quarterly applications will be considered for the management of newly identified stockpiles or for unanticipated shortfalls in county funding for the management of current generation tires.

**Review and Award Process:** DHEC staff will review, score and rank grant requests. Funding recommendations will be made to the Waste Tire Committee (WTC) based upon assigned rankings and grant priorities.

The WTC will consider the panel recommendations and formulate their recommendation to the State Solid Waste Advisory Council (SWAC) for final approval. Grant offers will be made in writing to the applicants. All grants awarded will have an ending date of June 30, 2014.

## **Grant Guidelines FY14 Waste Tire Grant Program**

1. The Office must receive one electronic copy no later than **5 p.m. (EDT) Friday, May 3, 2013**. Applications received after the deadline will not be considered. Faxed or incomplete grant applications will not be considered. If electronic submittal presents a problem, please contact the Office for other available options
2. Waste Tire Grants are made available to any local government in the State of South Carolina that provides solid waste services; any region that has submitted to DHEC a regional solid waste management plan; or any eligible local government that applies on behalf of an informal region comprised of eligible local governments provided they include a signed Memorandum of Agreement between the local governments designating them to administer the funds.
3. Grants shall not be provided to any local government or region that does not demonstrate a good faith effort to meet the requirements of the S.C. Solid Waste Policy and Management Act of 1991.
4. Local governments must have submitted the appropriate reports as required by the S.C. Solid Waste Policy and Management Act of 1991, to include a complete Solid Waste Management Plan, an annual solid waste management progress report and full cost disclosure documentation as required.
5. Grants will not be provided for projects that are not consistent with the state or local Solid Waste Management Plan.
6. Grant requests will be reviewed by DHEC staff and the WTC. Applications will be reviewed and recommendations formulated based upon the Grant Guidelines. WTC recommendations will be presented to the SWAC for approval.
7. Aggrieved parties may apply within 30 days of the decision to the SWAC for a review of that decision. Within 45 days of the original grant decision, the Office will inform the aggrieved party of the hearing date, place and time. Within 60 days of the original decision, the SWAC will render a final decision.
8. All grants awarded will have an ending date of June 30, 2014.
9. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.
10. Activities undertaken to fulfill the requirements of the grant must be performed in compliance with all federal, state and local regulations.
11. The Grantee shall not provide any DHEC grant funds to private sector recycling programs unless specifically contracting for goods or services.
12. All grants shall be construed and enforced in accordance with the laws of the State of South Carolina.
13. Tires managed under the grant program may include tires accepted from verified automobile dismantlers. Transportation costs for the delivery of automobile dismantler tires to the county's approved facility will not be paid with grant funds.

14. The Waste Tire Grant funds are intended for the removal of or contracting for the removal of waste tires for processing or recycling. Specific items that may be requested include:
  - a. Contract costs for the collection, transportation, processing and/or recycling of waste tires. Awards are limited to the funding shortfall as calculated using the tire fee worksheet. Municipalities will not be awarded contract costs except as approved for stockpile remediation.
  - b. Public Education funding to promote waste tire recycling.
  - c. Up to \$750 may be requested for the recycling coordinator or other solid waste management personnel to attend conferences or seminars related to waste tire recycling. State limits are imposed for hotel costs, meals and mileage.
15. All equipment purchases or facility construction projects will be reviewed on a cost-per-unit basis. Grantees must document:
  - a. All costs associated with the project,
  - b. Estimates of the number of tires associated with the project, and
  - c. An evaluation of these costs over the life of the project.
16. Grantees shall ensure that all waste tires hauled to or from their facilities are hauled only by registered waste tire haulers, and that all waste tires hauled from their facilities are delivered only to DHEC approved or permitted waste tire recycling facilities.
17. Grant funds for the cleanup of stockpiles on private property will be considered only after other remediation efforts have been exhausted and as approved by DHEC's Division of Compliance and Enforcement. Stockpiled tires must be clearly documented on site maps and submitted with the application. Estimates of the number of tires must be included.
18. The evaluation of Waste Tire Grant applications will include a review of the status of all county tire fee receipts. Documentation of all tire fee receipts should be made available to the Office with the application form. This is to include the current balance of the State Treasurer's Office quarterly tire distribution fund, past expenditures from that fund, planned expenditures from that fund and any tire fees collected by the Applicant at landfills or other collection points.
19. Grant awards will be prioritized based upon the following tiers as funding is available:
  - a. Removal of illegally stockpiled tires as approved by DHEC Division of Compliance and Enforcement
  - b. Contractor Costs for the removal and recycling of tires accepted from county residents, businesses, and automobile dismantlers as verified by DHEC. Municipalities are not eligible for contractor costs under the grant. A list of verified dismantlers is available from the Office.
  - c. Public Education to promote proper tire disposal and recycling
  - d. Professional Development of county/city staff.
20. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this grant program on the grounds of race, age, health status, handicap, color, sex, religion, or national origin.
21. DHEC reserves the right to offer funding in the grant instrument for goods or services that differ from the description provided in the grant request.

## FY14 Waste Tire Grant Application

### Application Requirements

Responses to the items below will be used to assign point values to all applications.

Responses must be numbered and addressed in numerical order.

Questions 5 through 14 apply to counties or regions only.

Incomplete applications will not be considered.

Regions must answer on behalf of each individual county.

### AT A MINIMUM, responses must contain the following information:

1. Provide Local Government name.
2. Provide names, addresses, phone numbers, fax numbers and e-mail addresses for the project manager, Finance Director, and authorized representative (i.e. County Manager or Administrator).
- Questions 3 - 4 **Education/Outreach Description** Point Value: (0 to 10)

3. Detail your education/outreach activities to promote waste tire recycling.
  - a. Provide an overview of the education/outreach activities that will be used to promote recycling and waste tire recycling in your service area.
  - b. Specify amount requested for public education, not to exceed maximum allowable.  
Population < 50,000: Maximum award \$1,000;  
Population 50,000 to 100,000: Maximum award \$2,000;  
Population > 100,000: Maximum award \$3,000.

Reminder: All educational materials (i.e. advertisements, promotional items, brochures, etc.) must be pre-approved prior to purchase, development or broadcast.
4. Specify amount requested for professional development, not to exceed \$750. Reminder: All Professional Development must be pre-approved prior to travel
- Questions 5 - 9 **Program Description** Point Value: (0 to 50)

5. Detail your county policy for accepting tires from residents.
  - a. Identify the locations where tires are accepted.
  - b. Explain what fees are charged, and explain when and how fees are waived.
  - c. Provide tonnage estimates projected for FY14.
  - d. Identify where and by whom the tires will be hauled, processed and recycled.

6. Detail your county policy for accepting tires from retailers of new tires.
  - a. Identify the locations where tires are accepted from retailers.
  - b. Explain what fees are charged, and when and how fees are waived. Describe required documentation; for example ST-390s, canceled checks, etc.
  - c. Provide tonnage estimates projected for FY14.
  - d. Identify where and by whom the tires will be hauled, processed and recycled.
7. Detail your county policy for accepting tires from automobile dismantlers.
  - a. Identify the locations where tires are accepted from auto dismantlers.
  - b. Explain what fees are charged, and when and how fees are waived. Describe required documentation; for example AD form 1 and 2, etc.
  - c. Provide tonnage estimates projected for FY14.
  - d. Identify where and by whom the tires will be hauled, processed and recycled.
8. Detail your county policy for accepting tires from other businesses.
  - a. Identify the locations where tires are accepted.
  - b. Explain what fees are charged, and when and how fees are waived.
  - c. Provide tonnage estimates projected for FY14.
  - d. Identify where and by whom the tires will be hauled, processed and recycled.
9. Please indicate source(s) of County fee and tire acceptance policies: i.e., Public Works Division Internal Policy, County Solid Waste Management Plan, County ordinance, etc.

Question 10 **Stockpile Prevention** Point Value: (0 to 20)

10. Describe your county policies and practices for preventing, identifying and managing illegal tire stockpiles.

Questions 11-14 **Budget/Cost Justification** Point Value: (0 to 20)

11. Describe your current contract(s) for recycling waste tires, or if no contract is in place, provide a description of how a contract would be solicited and awarded.
12. If transportation is handled separately from recycling, provide a description of your current contract(s) for transportation of waste tires, or if no contract is in place, provide a description of how a contract would be solicited and awarded.
13. Specify amount requested for contractor costs to manage current generation tires. Please complete and attach Tire Fee Worksheet. "Current generation" tires are those generated by county residents or businesses on an ongoing basis. Current generation expenses may be requested by county governments only.
14. Specify amount requested for stockpile remediation (prior referral needed).

**TIRE FEE WORKSHEET  
(COUNTY GOVERNMENTS ONLY)**

| <b>Applicant:</b> <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span><br><b>Tons passenger tires managed annually:</b> <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span><br><b>Tons commercial truck/bus tires managed annually:</b> <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> |   |  |  |   |
|--|---|--|--|---|
|  |   | FY12<br>Actual   | FY13<br>Anticipated  | FY14<br>Anticipated   |
| <b>Current Generation:</b>   | A.) Total tons managed                        | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>    | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>    | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>     |
|  | B.) Contracted rate/ton for removal/recycling | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  | C.) Total Cost (A x B)                        | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  |   |  |  |   |
| <b>Stockpile Clean-ups:</b>  | D.) Total tons managed                        | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>    | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>    | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>     |
|  | E.) Contracted rate/ton for removal/recycling | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  | F.) Total Cost (D x E)                        | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  |   |  |  |   |
| <b>Automobile Dismantler:</b>  | G.) Total tons managed                        | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>    | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>    | <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>     |
|  | H.) Contracted rate/ton for removal/recycling | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  | I.) Total Cost (G x H)                        | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  |   |  |  |   |
| <b>Revenues:</b>   | J.) Treasurer's Office Disbursement           | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  | K.) Tipping Fees for Waste Tires              | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  | L.) Revenue from other sources                | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  | M.) Total Revenues (J + K + L)                | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
|  |   |  |  |   |
|  |   |  |  |   |
| <b>Calculate your anticipated shortfall amount using the numbers from FY 14 Anticipated column above:</b>  |   |  |  |   |
| Total anticipated cost for FY14 (C + F + I):   |   | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
| Less: Total anticipated Revenues for FY14 (M):   |   | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span>  |
| <b>Anticipated Shortfall:</b><br>Contractor costs cannot exceed this amount.   |   | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> | \$* <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> |